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Air Resources Board

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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: March 14, 2000

SUBJECT: SAFETY MEETING IDEAS -- MARCH 2000

Suggested issues to discuss during your next meeting are:

1. Violence in the Workplace

ASLs 98-15 and 98-16 provide information on ARB's policy regarding violence in the workplace--zero tolerance. The policies also provide information on what to do when faced with a situation that could lead to violence. To learn more about what to do and how to avoid it, attend the training "Leave Me Alone....Or Else" that will be held in Sacramento on April 20 from 9:00-11:00 and in El Monte on April 26 from 9:30-11:30. The instructor will be Ted Selby from the California Highway Patrol.

2. ARB Vehicle Accident Report

During 1999, nine vehicle accidents were reported. That's not bad since we drove almost a million miles while on state business! Out of the nine vehicle accidents, 2 accidents were preventable according to the driver's supervisor. This is a noticeable improvement from 1998 where there were seventeen reported accidents. Eleven of the seventeen were preventable according to their supervisors. Vehicle accidents do occur even to the most cautious driver; if they do please fill out a Std. Form 270 and send it to Cindy Francisco immediately (within 24 hours). Don't wait for attachments, those can be sent later.

3. Controlling and Stopping A Skid

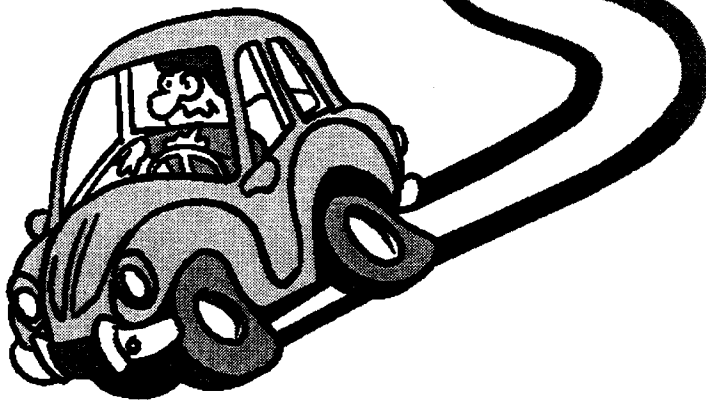
For information on how to avoid skidding and how to control your vehicle if you start to skid please read the attached page.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

Controlling and Stopping a Skid



Many drivers have experienced the queasy feeling of helplessness that overwhelms them when they start skidding. And yet, you may be able to either control skids or avoid them altogether. Here are some pointers.

Become Aware of Your Stopping Distance

All drivers take a fraction of a second to react before putting on the brakes. This time translates into reaction distance—the distance your vehicle will travel in the time it takes you to move your foot to the brake pedal. Likewise, the faster you're going, the greater the distance you must allow between you and a car in front of you to avoid a collision. Other factors include the efficiency and responsiveness of your brakes, the condition of your tires and the road, weather conditions and your alertness and mood.

How Close Is Too Close?

If a car in front of you stops suddenly, the minimum following distance is *two seconds* of travel time so that you can stop in time to avoid a collision. Choose a landmark such as a telephone pole or tree that the vehicle in front of you has not yet passed. When the vehicle's rear bumper passes that landmark, start counting "one thousand and one, one thousand and two." If your front bumper reaches the landmark before you finish counting, you're following too closely. This applies only to daytime driving in good weather conditions and at speeds less than 40 miles per hour. Maintain a following distance of two seconds *plus* an additional second for each adverse driving condition, such as:

- You're traveling at more than 40 miles per hour.
- You're driving at night.
- The vehicle in front of you is a motorcycle.
- It's foggy or visibility is poor.
- The pavement is wet.
- You're being tailgated.
- You're towing a trailer.

Skid Control

Jamming on your brakes when you start to skid is about the worst thing you can do. Once you start skidding, your only connection with the road is through your steering wheel. Whether the back of your vehicle slides sideways and swings around in a skid or you start skidding straight ahead, take your feet off both the accelerator and the brake pedal and turn the steering wheel in the direction you want the front of your vehicle to go. Do this gently, since a sharp turn may cause a second skid in the opposite direction. Once the wheels are gripping again, you can gently put pressure on the brakes if you want to slow down or stop. Never turn the steering wheel rapidly back and forth. This will only prolong the skid. Many newer cars have computerized braking systems on the rear or all four wheels. Consult the owner's manual on the manufacturer's recommendation for how to apply brakes in a skid.